

Management Position

Director, Tulare-Kings Counties Public Safety Training Center

Position: 3357-m-01-9

Re-Opening Date: October 6, 2008

Closing Date: November 14, 2008

College of the Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277-2234
(559) 730-3867

Full-time, 12-month, Management Position
Monday - Friday, 7:45 a.m. - 4:45 p.m.

Position starts January 1, 2009

WEB: www.cos.edu

E-MAIL: LindaRei@cos.edu

Description of Position

The Director of the College of the Sequoias Tulare-Kings Counties Public Safety Training Center is responsible for administration of both the Police Academy and the overall operations of the Center. The Director reports to the Dean, Career and Technical Education.

Center operations:

The Director will provide general supervision of the Fire Technology Coordinator (PT) who directs fire safety and technology instructional programs. The Director and the Fire Technology Coordinator will work collaboratively to ensure that all public safety-training programs comply with external and internal mandates and those public safety advisory groups are actively engaged in decision-making regarding the programs. The Director will be responsible for coordination with local law enforcement advisory and fire-safety advisory boards, and compliance with all instructional, employee and safety requirements of the college. The Director is responsible for production of, and strict adherence to, the Center's operating budget and will guide the college's program review and accreditation processes associated with the Center.

Police Academy:

The Director will be responsible for all law enforcement instructional programs, hiring, and supervision of coordinators and faculty. The Director will maintain accreditation with the

Commission on Peace Officer Standards and Training (POST) and work in close consultation with the Tulare-Kings Counties Law Enforcement Advisory Board.

Representative Duties

Representative Duties - Public Safety Training Center:

- In consultation with public safety executives and community leaders, analyze, formulate, plan, and evaluate, the broad training and educational goals of the public safety community in order to effectively meet their training and educational needs. The Director will expand the instructional program to include contract education for public agencies, continuing professional education for public safety professionals, internships, and career counseling opportunities for students.
- Develop and implement marketing/recruiting plans for the Center with assistance from the Fire Technology Coordinator, police and fire-safety advisory boards and COS marketing officials.
- Promote the Academy's instructional programs to high school students, civic organizations, businesses and other organizations.
- Advise students and work closely with Student Services to develop and support programs for students enrolled in Center courses.
- Regularly attend all meetings of Center advisory groups.
- Develop and maintain relationships with all appropriate local, state and national agencies and organizations.
- Attend to the maintenance, repair, and security of Center equipment and facilities.
- Attend professional conferences, meetings and workshops to stay current on public safety issues and curricula.

Representative Duties - Police Academy:

- Prepare all necessary internal and external reports, obtaining supplies, materials and equipment; develop budget recommendations and ensure fiscal responsibility within that budget; obtaining substitute instructors; and provide leadership in hiring, orienting, and evaluating personnel.
- Ensure compliance with legal mandates, contract provisions, and required procedures of POST and other regulatory agencies; enforce academy policies and regulations according to established guidelines.
- Supervise faculty, classified and student employees.
- Develop and recommend academic policies and regulations as they pertain to the Police Academy.
- Plan, conduct, and participate in regularly scheduled meetings with the Tulare-Kings Counties Law Enforcement Advisory Board. Review and evaluate testing and instructional methods, analyze, formulate, plan and evaluate Academy operations.
- Provide leadership in the continuous process of program development by guiding the development, evaluation, and revision of the curriculum for the Academy.
- Teach courses at the Academy when need arises and/or to further professional education skills.
- Working with the Division Dean, prepare class schedules and assign instructors.
- Develop and coordinate in-service training for area public safety agencies.
- Act as technical resource person for matters relative to law enforcement training.

- Provide for career development of subordinate staff.
- Officiate at graduation ceremonies for Academy students.
- Perform other related duties as assigned.

Minimum Qualifications

The candidate for the Director must meet one of the following criteria:

- Bachelor's Degree in Public Safety, Public Administration, Law Enforcement (such as Criminology or Police Science), or related areas from an accredited college or university. OR
- The equivalent. AND
- Two years experience in one of the above listed fields.
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications

In looking at application materials, the Hiring Committee also seeks evidence of the following:

- Master's Degree in one of the above areas.
- Possession of a California Commission on Police Officers Standards and Training (POST) Management Certificate.
- Graduation from the California POST Command College and/or FBI National Academy.
- Previous experience in community college or police training as either an administrator or as an instructor.
- Knowledge of POST, California Corrections Standards Authority (CSA), or California State Fire Marshal (SFM) or similar state regulatory requirements.

Licenses and Other Requirements

- Valid driver's license.
- An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by the College of the Sequoias

Working Conditions

Environment

- Indoor/Outdoor environment.
- Constant interruptions.
- Multiple tasks.
- Drive vehicle from site to site to conduct business of the College.

Physical Abilities

- Ability to communicate with students/employees/public.

- Ability to read documents.
- Ability to sit and stand for extended period of time.
- Ability to reach in all directions.
- Ability to lift moderately heavy objects.
- Ability to operate a computer and office equipment.

Conditions of Employment

- Annual salary is \$80,041- \$118,258 (Management Salary Schedule, Range M-24). Salary placement is to be commensurate with education and experience.
- District–paid medical/dental/vision insurance program for employee and dependents.
- 12-month probationary period.
- STRS or PERS retirement plan.
- Employee life insurance (\$100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by the screening committee as soon as possible after the closing date. Application materials will be evaluated to determine how fully the applicant meets the Desirable Qualifications. This evaluation process will determine which applicants will be invited for an interview. The most successful interviewees will be invited to a second interview with the College Superintendent/President.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline:

November 14, 2008 / 4:30 p.m.

- Completed (COS) Academic/Administrative application form.
- Letter of interest which addresses how the applicant's experience and/or education enables him/her to be able to perform the Representative Duties.
- Diversity Statement (included in the application packet).
- Current resume.
- Unofficial copies of transcripts of college/university work. Official transcripts are required for employment.
- Two (2) reference letters, including at least one reference who is not an employee where you are currently employed.

Send to:

Linda Reis
(559) 730.3867
Human Resource Services
Position 3357-m-01-9
College of the Sequoias
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Visalia, CA 93277-2234

Note: Incomplete application packages will not be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District and will not be returned. Human Resource Services will not copy any of the materials submitted for the applicant.

Notice to all candidates for employment

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

College of the Sequoias is an Equal Employment Opportunity Employer, committed to equal opportunity and treatment in all aspects of its relations with faculty, students and staff members, without regard to race, color, national and ethnic origin, sex, sexual orientation, marital status, religion, age or handicap.

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